

AUGUST 20, 2013
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in session at 10:00 o'clock a.m., August 20, 2013 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Warren Affeldt, Commissioner Don Diedrich, and Charles S. Whiting, Polk County Administrator, Clerk of the Board. Others present: Michelle Cote, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Agenda for August 20, 2013.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to approve the Consent Agenda for August 20, 2013:

1. Approve Commissioner Warrants: General Revenue, \$93,342.14; Public Works Fund, \$257,758.26; Public Safety Fund, \$77,105.75; Public Health Fund, \$39,030.27; Special Assessments (Ditch) Fund, \$33,034.78; Environmental Services Fund, \$25,413.71; Resource Recovery Fund, \$64,429.22; Landfill Fund, \$6,873.04; Agency Fund, \$59.38; Per Diems, \$950.00; Meal Reimbursements, \$26.86 and Sign Audit List.
2. Approve payment to Crookston Fuel Company, Crookston, MN in the amount of \$3,105.00 for a fuel tank at the Angus Shop.
3. Approve payment to CCC (US Department of Ag.) in the amount of \$1,111.56 for Wangen Gravel Lease Property Being Terminated from CRP.
4. Approve payment to Grivette Environmental Management, Eveleth, MN in the amount of \$1,249.56 for reimbursement owed back to the company due to overpayment to the Fosston Incinerator.
5. Approve payment to Lee Plumbing and Heating, Thief River Falls, MN in the amount of \$3,702.15 for repairs at the Justice Center.
6. Approve payment to Honeywell, Chicago, IL in the amount of \$9,137.30 for repairs at the Law Enforcement Center and the Human Service Center in EGF and the License Center.
7. Approve for payment Lost Warrant No. 188325 in the name of Minnesota Sheriff Association dated May 24, 2013 in the amount of \$772.76.
8. Approve payment to Gaffaneys, Grand Forks, ND in the amount of \$293.26 for supplies for Building & Grounds.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell reported that he attended a meeting via web. In addition he had participated in East Grand Forks Heritage Days. Commissioner Strandell reported that he had been working with a resident of Nielsville regarding the condition of buildings and debris in the City of Nielsville.

2. Commissioner Affeldt reported he received a call regarding a purchase by US Fish and Wildlife for a property located in his district.
3. Commissioner Diedrich reported he attended a Northwest Mental Health meeting in addition to a Tri-Valley meeting. He also attended Heritage Days.
4. Commissioner Nicholas reported he attended a Northwest Mental Health meeting. He also attended a Tri-Valley meeting. He reported Tri-Valley had received their Head Start funding. He attended the RSVP Banquet. Judith Smalley and Shirley Radke received the Volunteer Presidential Award.
5. Commissioner Bunes shared the correspondence he had received. He attended a Triple A Dancing Sky Meeting which was preparation for the full Board meeting. He also attended the Union Lake Sarah Association meeting. He reported that he, Dan Wilkens and Dean Adams rode the ART Trail. He reported that he felt the Ditch Hearings on August 13, 2013 went well. He provided an update of the LARL budget. He also reported that he had toured the Carnegie Library. He also attended a Polk-Norman-Mahnomen Health Meeting.

HIGHWAY

Richard Sanders, Polk County Highway Engineer came before the Board with matters pertaining to his department:

1. Award Radar Sign Quotes

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Radar Sign quote in the amount of \$36,900 by TAPCO.

2. MNDOT Construction Resolution:

MN DOT/SLOPE STABILITY US HWY 2 RESOLUTION (2013-047)

The following resolution (2013-047) was offered by Commissioner Strandell:

WHEREAS, The Minnesota Department of Transportation is planning a project to protect US Highway 2 from the 6th St. Underpass to Groveland Avenue in Crookston, MN from slope failures due to the Red Lake River.

AND WHEREAS, Polk County is in possession of Tax Forfeited Property in which the project is to take place.

NOW THEREFORE BE IT RESOLVED, that the Polk County Board of Commissioners supports allowing MNDOT to construct and maintain a slope stability project on their land in accordance with State of Minnesota Joint Powers Agreement No. 04471.

Commissioner Nicholas seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Strandell, Affeldt, Diedrich and Nicholas. NAYS: None.

3. AMC UPDATE

Mr. Sanders provided an AMC update to the Board.

ASSESSMENT SERVICES

Robert Wagner, Director of Assessment Services came before the Board with matters pertaining to his department:

1. Aggregate Tax

The 2013 Aggregate Material Tax Information Brochure was presented to the Board for their review.

2. Forfeited Property

A list of tax-forfeited lands in Polk County appraised and to be offered for sale was presented to the Board. Discussion was also held regarding appointing a Commissioner to the Viewing Committee of Jon Steiner, Environmental Services, Michelle Cote, Director of Property Records and Robert Wagner, Director of Assessment Services. A motion was made by Commissioner Affeldt seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to appoint Commissioner Strandell to the Viewing Committee.

3. Tilberg Park Adjacent Land

Discussion was held regarding a request for Polk County to consider purchasing Donald and Gaye Sodke's property, Parcel No. 57.00251.00 on Cross Lake adjacent to Tilberg Park containing 1.28 acres. A motion was made by Commissioner Affeldt to move forward with the purchase of Parcel 57.00251.00 in the amount of \$21,500.00. Motion died for a lack of a second. A motion was made by Commissioner Strandell, seconded by Commissioner Affeldt and adopted by unanimous vote of the Board to move forth with a negotiation process to purchase Parcel 57.00251.00.

4. Professional Building Update

An update was provided on the sale of the Professional Building property. Sealed bids will be opened at the September 20, 2013 meeting at 11:00am.

NW MN HOUSING AND REDEVELOPMENT AUTHORITY

Lee Meier, HRA Executive Director and Mark Finstad, HRA Board Member came before the Board to discuss matters pertaining to the NW MN HRA:

1. NW MN Housing and Redevelopment Authority Annual Update

An annual update and overview of the HRA Programs operated in the region was presented to the Board at this time.

PUBLIC HEALTH

Sarah Reese, Public Health Director and Stephanie Olson, Public Health came before the Board with matters pertaining to their department:

1. Approval to Submit Statewide Health Improvement Program (SHIP) Grant

A motion was made by Commissioner Diedrich seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to approve Polk County Public Health to serve as the fiscal host for the Polk-Norman-Mahnomen Community Health Board (SHIP) Grant Application due on August 28, 2013.

2. Women Infants and Children (WIC) Update

Stephanie Olson of Public Health presented to the Board an update and brochure on the Women Infants and Children (WIC) Program.

3. Fall Flu Shots

An update was given to the Board regarding the dispensing of the Fall Season flu shots performed by Public Health.

ADMINISTRATION

Linsey Rood, Human Resources Coordinator came before the Board with matters pertaining to Human Resources:

1. Dispatch Compensatory Bank MOU Approval

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to accept the Memorandum of Understanding allowing the consolidation of the two (2) compensatory banks (one for holiday time and one for overtime) to become effective January 1, 2013. This allows dispatchers to carry up to 160 hours per year of compensatory time with 40 hours maximum carry over from year to year with the option of transferring those wages into a HealthCare Savings Account with the Minnesota State Retirement System.

Chuck Whiting, Polk County Administrator came before the Board with matters pertaining to Buildings and Grounds, Human Resources and his department:

1. Law Enforcement Center Construction Status Report

Mr. Whiting and Mark Dietz, Building and Grounds provided information to the Board regarding the status of the Law Enforcement Center Construction Project.

2. NW Private Industry Council Appointments

A motion was made by Commissioner Strandell seconded by Commissioner Nicholas and adopted by unanimous vote of the Board to reappoint Michael Moore and Tom Anderson to the NW Private Industry Council.

Commissioner Affeldt left the meeting at 12:45 p.m.

3. 2014 Budget Update

Mr. Whiting and Ron Denison, Finance Officer provided an update to the Board on the 2014 budgeting process. An overview of the individual department head budget meetings that were held with the Finance Officer and the Administrator in August 2013 were reviewed with the Board.

COMMISSIONER WARRANTS

A motion was made by Commissioner Affeldt seconded by Commissioner Strandell and adopted by unanimous vote of the Board that the following Commissioner Warrants were approved:

COMMISSIONER WARRANTS
DATED 08/23/2013
APPROVED 08/20/2013

4Imprint Inc	2,573.91
Acct Inc	2,900.00
Al's Electric Inc	5,573.15
Angus Coop Elevator Assn	4,928.39

BNSF Railway Company	10,144.47
Brandner Printing	4,368.44
Cadca	2,750.00
CHS Ag Services	7,914.27
Commissioner Of Transportation	3,254.77
Contech Engineered Solutions	22,911.48
Eastside Travel Plaza	3,235.81
Envirotech Services	10,004.80
Falls Electric Inc	18,349.73
Ferguson Enterprise Inc 3093	4,067.02
Hilton Austin	4,958.80
Hometown Management Inc	3,991.52
Houston Engineering Inc	5,279.29
Insight Technologies	5,442.82
J & S Gravel Inc	23,125.00
Jsb Engineered Solutions	11,500.84
JT's Station	2,640.07
K & L Inc	2,245.11
Lepier Oil Company Inc	2,764.06
Lepier Oil Company Inc	11,799.76
MCCC MI 33	4,715.85
Morris Electronics Inc	5,634.21
Natronx Technologies Llc	7,996.65
North American Salt Co	5,034.96
Northern Propane & Fuel	4,181.12
Northland Business Systems	25,743.79
Northside Express	6,825.41
Nuss Truck & Equipment	2,280.00
Pemberton Sorlie Rufer & Kershner	14,392.23
Polk County Administrator	2,060.48
Polk County Highway Department	11,769.25
Presence From Innovation	7,119.06
Royal Tire	5,338.97
Rusling Signs	2,625.05
Service Pro Parts Inc.	2,002.39
Stone's Mobile Radio Inc	52,669.38
Thygeson Construction Co	82,066.62
Todd's Tire Service Inc	3,693.05
U S Water Services	2,726.71
Vogel Paint & Wax Co Inc	22,740.00
Voyager Fleet Systems	5,491.52
Wenck Associates Inc	5,269.30
Widseth Smith Nolting & Assoc	3,029.95
Wilbur Ellis Co	6,858.15
Wilkens Inc/Lyle	2,440.13
Wrigley Mechanical Inc	3,037.85
Ziegler Inc	3,588.93
312 Payments less than 2000	118,992.03
Final Total:	597,046.55

With no further business the Board adjourned to reconvene at 8:00 a.m., August 27, 2013.

Craig Bunes, Chairman

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board